

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Administrative Navigator/Administrative Secretary 2	<u>CLASS NUMBER:</u> 10202	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Justice Policy & Programs	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N7	<u>POSITION CONTROL #:</u> 131012
<u>POSITION LOCATION:</u> 373 S High St, 25 th Fl, Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Deputy Director (132100)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Administrative Secretary 2 classification is to provide complex administrative and clerical support.

JOB DUTIES:

Assist assigned staff, clients, and the public with general inquiries. Answer and direct incoming calls. Provide information and assistance and record/relay messages. Receive and direct clients to resources and staff. Certify client eligibility for internal and external programming. Serve as department liaison. Provide assistance with special projects as directed.

Receive and distribute mail, records, and other legal documentation. Establish and maintain confidential and miscellaneous department files. Retrieve electronic and hard copy information. Copy, collate, and distribute written material, records, legal documentation, and/or reports.

Operate personal computer equipment and appropriate software to create, retrieve, and modify reports, letters, and correspondence. Research electronic and hard copy information for department files. Gather and compile data. Perform data entry. Type, prepare, and proofread correspondence, memoranda, reports, information, records, legal documents, and materials.

Prepare, maintain, submit, and distribute reports, spreadsheets, forms, and other documentation used in legal proceedings. Maintain comprehensive filing system for departmental documentation. Attend meetings, trainings, and workshops as needed to enhance job and knowledge skills. Provide assistance to coworkers as necessary to maintain standards of operation. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; human relations; office practices and procedures; agency policy and procedures; government structure and process. Skill in word processing; dictation; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; complete routine forms; maintain accurate records; screen mail; originate routine business letters reflecting standard procedures; gather, collate and classify information about data, people or things; handle sensitive inquiries from and contact with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED with three (3) years of office administration or clerical experience; or any equivalent combination of training and experience.

Additional Requirements

No additional license or certification is required.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

The employee may be expected to work in or around crowds and may have contact with potentially violent or emotionally distraught persons.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date